## How To: Update and Submit Your Membership Roster in the Chapter System

The Chapter System located at <u>sigmachi.com/chaptersystem</u>, will be the main resource for all chapter operations. Please bookmark it now.

Step 1: Open a web browser and navigate to sigmachi.com/chaptersystem

Step 2: Choose the button that says, "Login to the chapter system using your sigmachi.com profile"

## Sigma Chi Chapter System Login :

Welcome to the Sigma Chi Chapter System: The "Chapter System" is a new system for Chapter forms, financial management and contact management." The Chapter System has replaced the online forms system at sigmachi.org.

If you are a Grand Praetor, Assistant Grand Praetor, Consul, Pro Consul, Magister, Quaestor, Tribune, Alumni Chapter President, Chapter Advisor or Cornerstone Mentor, clicking on the top button will get you into the system provided that your officer report was submitted to headquarters. If not, use the button below it to log on using the old system usernames and passwords. Use the "Comments or Requests" button to the left to provide feedback. For pledge access, see your Magister

There are two new applications for province and chapter contact management. Log in to check them out!

If you would like a GoToMeeting session to learn more about the Chapter System, please email the Sigma Chi Technology Committee at jon@foxhaven-av.com

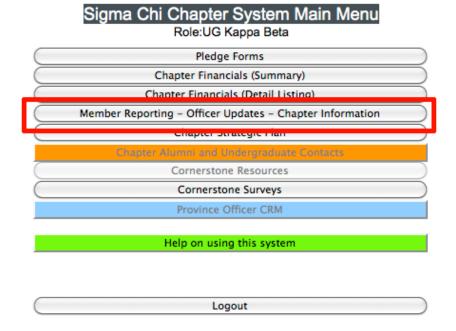
Login to the Chapter System using your sigmachi.com profile

Login to the Chapter System using a different profile

Lost username or password?

Online training sessions are each Wednesday at 10:00 PM Eastern Daylight Savings Time. Watch for details in the main calendar at the top right of sigmachi.com. Class size is limited to 15. Please e-mail jon@foxhaven-av.com to request a slot in an upcoming online class. RSVP Only.

Step 3: Choose the button that says, "Member Reporting – Officer Updates – Chapter Information"



Step 4: You will be presented with your chapter's roster. This is where you will make necessary updates.

Member Undates

er System Menu	wember Type:	Undergraduate Members 💠 Update Status Add Affiliate					Download List Chapter Information Submit Estin				
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Byther	Robert	1	2014	Sk.byther@unf.edu	321-452-7563	501-452-7563	Roll				<u>Update</u>

Step 5: Locate members who have already graduated and check the box in the "Grad" column.

Step 6: Locate members who are no longer at your school, this may include brothers who transferred or are otherwise not enrolled in classes.

<u>PLEASE NOTE</u>: Inactive, abroad and/or other statuses are not available options for the International Fraternity, you should leave everyone on the roster unless they have graduated or are no longer enrolled as a student.

Step 7: Update the Class (expected graduation year), Email or Roll Book fields with applicable information. To do so, just click the hyperlink. You can also update the officer role in the same manner.

Step 8: To update or add an officer select 'update' and choose the correct position and expiration date from the pop-up window. If you would like to remove an officer, select none in the office field.

<u>PLEASE NOTE</u>: Expiration dates should overlap slightly with the next election date, so the outgoing officers can transition the newly elected officer in the Chapter System.

Step 9: When finished, click the dark green 'Submit' button in the top right. If the button is red, then the update has already been submitted.